



**Wisconsin Department of Agriculture, Trade and Consumer Protection**

Division of Animal Health

PO Box 8911, Madison, WI 53708-8911

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**DOG SELLERS AND DOG FACILITY OPERATOR LICENSE APPLICATION GUIDELINES**

s. ATCP 16.06, Wis. Admin. Code, chs. 93 and 173, Wis. Stats.

For license year ending Sept. 30, 2012

**Legal Name:** If you are doing business as a sole proprietor or a married couple, enter the name(s) of the individual(s) as the legal name. If you have formally formed the business into a Partnership, Corporation, Limited Liability Company (LLC), Limited Liability Partnership (LLP), Trust, Cooperative or other legally constituted entity and have registered with the Department of Financial Institutions, if required, enter the complete name of that entity as the legal name and the business mailing address. Partnerships must submit proof of formation. Call phone number at bottom of form for more information.

**What to enter in the "Business Name":** If you, as an individual or even as a Corporation or LLC, sometimes or generally conduct your business under a name which you have not formally constituted as a separate legal entity, then you are considered to be "doing business as \_\_\_\_", or "using a trade name of \_\_\_\_". Please enter all such designations that you use for your dog selling business.

**Type of Entity:** Place an "X" in the box indicating the entity type and list the state in which it was formed, if applicable. **Officers, Partners, Members or Trustees:** An individual that has ownership or fiduciary interest in the business.

**Primary Contact:** Person to be reached if there are any questions regarding forms.

**Type of Operation:**

**Dog breeder** means a person who in any license year sells at least 25 dogs, from more than 3 litters, which that person has bred and raised in this state.

**Out-of-state dog dealer** means a non-resident person who in any license year imports at least 25 dogs for sale in this state, regardless of whether the dogs were bred or raised by that person.

**Dog dealer** means a person who in any license year sells at least 25 dogs that the person owns but has not bred and raised in this state.

**Dog breeding facility** means a place in this state where dogs are bred and raised and from which at least 25 dogs from more than 3 litters are sold in a license year.

**Animal control facility** means a facility in this state for the care of animals operated under a contract with a political subdivision under s. 173.15(1), Stats. *(It may also sell dogs. It is not considered a dog dealer.)*

**Animal shelter** means a facility in this state that is operated for the purpose of providing for and promoting the welfare, protection, and humane treatment of animals, that is used to shelter at least 25 dogs in a license year, and that is operated by a humane society, animal welfare society, animal rescue group, or other nonprofit group. *(It may also sell dogs. It is not considered a dog dealer.)*

**Principal Business and Mailing Address:** Address of the principal place of business for the keeping or sale of dogs. All records must be kept at the principal location. If your facility consists of more than one location (other than that of a home custody provider under s. ATCP 16.01(9)) where dogs are bred, raised or sold under this legal entity these locations are recorded on page 3 of the application.

The mailing address needs to be completed if the address for all correspondence is different than the principal business address.

**Home custody provider:** Is an individual who is not required to be licensed under s. ATCP 16.02(1), but who keeps dogs at his or her home for a person who is licensed under s. ATCP 16.02(1).

**Number of Dogs Sold:** The total number of dogs that the applicant sold during the preceding 12 months from all locations, other than from animal control facilities and animal shelters. If the applicant did not sell any dogs from those locations during the preceding license year, the applicant should report the total number of dogs that the applicant expects to sell from those locations from now until September 30, 2012.

**Fees:**

Animal Shelters and Animal Control Facilities pay a flat fee of \$125 for each facility they operate.

Dog Breeders, Dog Dealers, and Dog Breeding Facilities pay a fee based on the number of dogs sold during the previous 12 month period. If you have not sold 25 or more dogs during the previous 12 months but anticipate selling 25 or more dogs between now and September 30, 2012, the fee is based on the estimated number of dogs to be sold.

Out of State Dog Dealers pay a fee based on the number of dogs they sold in Wisconsin in the previous 12 month period. If you have not sold 25 or more dogs in Wisconsin during the previous 12 months but anticipate selling 25 or more dogs from now until Sept 30, 2012, the fee is based on the estimated number of dogs to be sold.

**ENCLOSE THE APPROPRIATE FEES (check or money order, payable to DATCP).**

**Additional Business Locations:** Additional locations (other than the residence of a home custody service provider under s. ATCP 16.01(9)) at which the applicant may keep dogs in this state pursuant to the license must be listed on the final page of the application. If an identified location is an animal control facility, animal shelter or dog breeding facility, the application must disclose that fact. *Out of state dog dealers do not need to complete this section for out of state locations.*

**Authorized Signatures:**

The application must be signed by an authorized person(s). An authorized person is a sole proprietor (or spouses), or a person whose name appears as an officer, partner, trustee, or manager or member (if authorized by the entity's incorporation/formation document or bylaws). Also enter the title of the person who has signed the application, and enter the date signed.